

# FCI MANCHESTER



## ADMISSIONS AND ORIENTATION HANDBOOK

## **BUREAU OF PRISONS MISSION STATEMENT**

The Federal Bureau of Prisons protects society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, cost efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

Updated \_\_\_\_\_

## **A NOTE FROM THE WARDEN**

Welcome to FCI Manchester. I want to take this opportunity to introduce the Admissions and Orientation Handbook. The information provided in this handbook should ease your transition into the institution's routine operation. It contains the rules and regulations you are required to follow while at FCI Manchester. Additionally, it provides information on programming opportunities and routine schedules of important inmate services, such as commissary, barber shop hours, and open house hours for various departments. I emphasize the use of the handbook to ensure you understand the requirements of each inmate and all institution rules. Also, I want you to take advantage of the positive programming opportunities offered, to make effective use of your time while at this facility. If you have any questions concerning the handbook, I suggest you communicate with the appropriate staff and follow the chain of command. I am always available to talk with you when making rounds throughout the institution or in Food Service during the lunch meal, if you have any questions or concerns.

Karen F. Hogsten  
Warden

**Warden  
Karen F. Hogsten**

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CORRECTIONAL SERVICES	FACILITIES	UNICOR
CORRECTIONAL SYSTEMS	FINANCIAL MANAGEMENT	
PSYCHOLOGY SERVICES	FOOD SERVICE	
RELIGIOUS SERVICES	HEALTH SERVICES	
	INMATE SERVICES / TRUST FUND	
	SAFETY	

## **TABLE OF CONTENTS**

Correctional Services. . . . .	4
Correctional Programs / Unit Management. . . . .	8
Correctional Systems . . . . .	12
Education. . . . .	14
Facilities. . . . .	15
Food Service. . . . .	15
Health Services. . . . .	16
Inmate Services / Trust Fund / TRULINCS.. . . .	24
Legal Department . . . . .	26
Psychology Services.. . . .	27
Sexual Abusive Behavior Prevention and Intervention.. . . .	28
Religious Services. . . . .	31
Safety.. . . .	31
UNICOR. . . . .	33
Inmate Rights and Responsibilities.. . . .	34
Inmate Discipline Codes and Sanctions.. . . .	35

## **CORRECTIONAL SERVICES**

### **1. STAFF ROLE**

Each department has its unique responsibilities. The major responsibilities of the Correctional Services Department are the security of the institution, accountability of inmates, and maintaining a safe and humane environment.

### **2. CHAIN OF COMMAND**

- ◆ Captain - The Captain's primary responsibilities are maintaining the security of the institution and overseeing the operation of the Special Housing Unit. The Captain serves as an advisor, consultant, and monitor for all institution programs, operations, and facilities in matters pertaining to security. All Lieutenants and Correctional Officers are under the Captain's supervision.
- ◆ Lieutenants - The Lieutenants major responsibilities are to supervise operational procedures pertaining to movement, accountability of inmates, security of the institution facilities, and ensure the institution runs in an orderly manner. Additionally, Lieutenants investigate incident reports and supervise Correctional Officers on duty during their shifts.
- ◆ Correctional Officers - Correctional Officers work numerous posts in the institution, such as the Housing Units, Visiting Room, Compound, Front Entrance, Dining Room, etc. They are responsible for supervising the inmate population and enforcing institution regulations.

### **3. ACCOUNTABILITY**

- ◆ Pass Procedures - Passes are used as a means to control inmate movement. Passes are strictly controlled and accounted for. Call-outs will be scheduled to coincide with regular movements. Hours of work will be scheduled to coincide with the morning work call, afternoon work call, and recall. It is the inmate's responsibility to ensure passes are returned to the issuing staff member.
- ◆ Call-outs - The call-outs are displayed on designated televisions in the FCI housing units. The call-out display lists the inmates name, register number, work detail, quarters, and place and time of appointment. Inmates should check call-out display daily. Disciplinary action may be taken if you miss a call-out.
- ◆ Counts/Count Times - Five official scheduled counts will be conducted on weekdays and six official scheduled counts on weekends and holidays. There will be no inmate movement or talking during an official count. The 4:00 p.m., and the 10:00 a.m., weekend and holiday counts, will be standup counts. In addition, there may be an emergency count. This is an official count taken at times other than those specified for a regular official count, for example, heavy fog conditions.

#### **OFFICIAL COUNT TIMES**

12:00 a.m.

3:00 a.m.

5:00 a.m.

4:00 p.m. (Standing count - inmates locked inside assigned cells)

10:00 p.m. (Inmates locked inside assigned cells)

10:00 a.m. (Standing count weekends and Federal holidays - inmates locked inside assigned cells)

Inmates may not leave an assigned area before the count has cleared. The inmate must actually be seen at all counts, even if he must be awakened.

- ◆ Each movement will be announced to the inmate population.
- ◆ Note: All inmates on call outs will return to work assignments or housing units during scheduled call out moves, which are at 9:00 a.m., 10:00 a.m., 1:00 p.m., 2:00 p.m., and 3:00 p.m.

--- If adverse weather or an emergency situation occurs, inmate movement will be at the discretion of the Operations Lieutenant.

◆ Wake-up Call - On weekdays, lights are on at 5:45 a.m., and on weekends lights are on at 6:45 a.m. Lights are off at 10:00 p.m., both weekdays and weekends. Inmates are responsible for making their beds and cleaning their living areas prior to work call. On weekends and holidays, an inmate must have his bed made and living area cleaned by 10:00 a.m., after which he may lie on top of his bed.

◆ Unit Boundaries - Visiting in a unit, other than the one to which an inmate is assigned, is prohibited.

◆ Compound Boundaries - The FCI compound is restricted to scheduled movements.

#### **4. CONTRABAND/SHAKEDOWNS**

◆ Contraband is defined as any item not issued by the institution, received through approved channels, or purchased through the Commissary. Any item in an inmate's personal possession must be authorized, and a record of receipt (Form 383) of the item should be kept by the inmate. Inmates may not purchase, give, or receive radios, or any other items, from another inmate. Items obtained in this manner are considered contraband and will be confiscated. Inmates are not permitted to borrow or loan personal property. An altered item, even if approved or issued, is considered contraband.

◆ Shakedowns - An inmate is subject to a shakedown at any time by a staff member. An inmate will not be permitted to be present while his room is being searched.

#### **5. DRUG SURVEILLANCE/ALCOHOL DETECTION**

◆ This institution operates a drug surveillance program that includes mandatory random testing, and testing of certain other categories of inmates. If an inmate refuses to provide a urine specimen for this program, he is subject to disciplinary action. Specimens will be collected on all shifts at varied times.

◆ A surveillance program will be maintained in order to deter and detect illegal introduction or consumption of alcoholic beverages. Random samples of the inmate population, as well as those suspected of alcohol use, are tested on a routine basis. A positive test or refusal to submit to the test will result in disciplinary action.

◆ Consistent with the Program Statement on Searches of Housing Units, Inmates, and Inmate Work Areas, the Ion Spectrometry device may be used to test for the presence of illegal substances on inmates, their personal belongings, housing units, and work areas.

#### **6. VISITING INFORMATION**

◆ General population visiting hours -  
Friday, Saturday, Sunday, and Federal Holidays - 8:00 a.m. until 3:00 p.m.

◆ Special Housing Unit (SHU) visiting hours - Tuesday - 8:00 a.m. until 3:00 p.m. Inmates in Administrative Detention and Disciplinary Segregation, will be limited to a two hour visit. SHU inmates will remain in full restraints during the entire visit. Inmates in Protective Custody will have their visiting privileges suspended until the investigation is completed or they are cleared by the SIS.

◆ Inmates with medical conditions will be reviewed by the Chief Medical Officer, in consultation with the Captain, to determine whether visiting will be permitted.

◆ Inmates must always carry their commissary identification cards. They must present their identification card to the Visiting Room Officer prior to being allowed into the Visiting Room.

- ◆ Tobacco, both smoking and smokeless, is prohibited in the institution.
- ◆ Inmates will not handle money or use the vending machines in the Visiting Room.
- ◆ Inmates are not authorized to accept anything of value or give anything to visitors without permission.
- ◆ Inmates will wear the issued full uniform and institution shoes, or personal work boots purchased from Commissary, for visits. Inmates from the Special Housing Unit will wear an orange jumpsuit issued in Special Housing.
- ◆ Unit staff will advise inmates of the procedure to place an individual on their visiting lists.
- ◆ Visitors must remain in their vehicles until five minutes prior to scheduled visiting hours. They will be required to park in the designated area of the parking lot.
- ◆ Visitors will be required to present a photo identification which must be a valid state or government issued photo identification.
- ◆ Visitors may be subject to screening with the Ion Spectrometry Device. The device tests for the presence of illegal substances, not an individual's use of illegal substances.
- ◆ All Visitors are subject to search according to Program Statement for Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.

Prohibited Objects include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

- ◆ Dress code for visitors - All visitors are to dress appropriately. Consideration is given to ensure the manner of dress is not disrespectful to staff, other visitors, or other inmates. The following items of clothing are considered INAPPROPRIATE:
  - Shorts (males and females over 12 years of age)
  - Mini skirts, culottes
  - Halter tops, or halter dresses
  - Athletic attire (running, jogging suits or sweat suits)
  - Caps / Bandanas (With the exception of religious head wear)
  - Khaki clothing (tan, light brown or camouflage)
  - Blouses and/or other apparel which is revealing in nature
  - Strapless or sleeveless dresses or shirts
  - Spandex pants or shorts
  - Low cut shirts
  - Dresses or skirts with long side of front splits
  - Excessively tight fitting clothing of any sort
  - Any clothing item which displays screen print or obscene language.
  - Sandals or open toed shoes (with the exception of religious foot wear)
- ◆ Personal Property - All authorized items entering the Visiting Room must be carried in a clear plastic container/bag. Visitors are allowed to bring certain items of personal property into the Visiting Room. They are:
  - Clear plastic container/bag (Not to exceed 11" X 14")
  - Money, not exceeding \$20 - FCI - Coins Only

- Comb / hair brush
  - Four baby bottles
  - Four Diapers
  - Baby food (Three unopened plastic jars and a small plastic spoon.)
  - One set of baby clothes
  - Emergency medication
  - Jewelry (only the amount worn)
  - Sweater, light jacket, or coat (Must remove upon entering the Visiting Room)
  - Reasonable amount of feminine hygiene items
  - No diaper bags or baby carriers are permitted in the Visiting Room.
- ◆ Visitors will not be permitted to bring food, gum, candy, or keyless entry remotes into the Visiting Room.
  - ◆ Special rules for children - All children under 16 years of age must be accompanied by an adult on the inmate's approved visiting list. It is the visitor's responsibility to supervise the child at all times.
  - ◆ Directions to the institution - FCI Manchester, Kentucky is located in southeastern Kentucky. It is approximately 100 miles south of Lexington, Kentucky, and 125 miles north of Knoxville, Tennessee. Interstate-75 is the major artery which connects these two major cities. More specifically, Manchester, Kentucky, can be reached by use of Exit 38 or Exit 41, off Interstate-75. Both exits require traveling through London, Kentucky. Manchester is approximately 25 miles east of London, and the FCI is roughly 4 miles north of the city, off Highway 421, on Fox Hollow Road. The Manchester exit is clearly marked on the Hal Rogers Parkway, and appropriate direction signs are posted to the institution.
  - ◆ Transportation - Public transportation is not available in the local Manchester area.
  - ◆ Special visit requests, i.e. family emergency, will be submitted by the Unit Team to the Warden for review.
  - ◆ More information regarding the visiting policy is available in the unit.

## 6. INMATE DISCIPLINE

- ◆ Incident Report - An incident report is written to document negative behavior or evidence through an investigation.
- ◆ Inmates found in possession of an electronic communication device or related equipment may be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.
- ◆ Lieutenant's Investigation - The Lieutenant's Office investigates the circumstances of the incident report.
- ◆ Unit Discipline Committee (UDC) - After the investigation, the incident report is forwarded to the UDC for a hearing. The UDC may take action or forward the report to the Discipline Hearing Officer (DHO).
- ◆ Discipline Hearing Officer (DHO) - The DHO makes a decision on the disposition of the incident report and/or sanctions imposed on the inmate.
- ◆ See pages 35 through 40 for Prohibited Acts and Sanctions.



## **CORRECTIONAL PROGRAMS/UNIT MANAGEMENT**

### **1. UNITS**

The housing units are Clay, Knox, Laurel, and Whitley. Each of these housing units consists of two individual units (A and B).

### **2. UNIT TEAM**

Each housing unit is staffed with a unit team. The unit team consists of the following:

- 1 - Unit Manager
- 1 - Case Manager
- 1 - Correctional Counselor
- 1 - Unit Secretary

The assigned unit team will be directly responsible for those inmates living in that unit. The unit staff offices are located within the housing units for easier accessibility.

### **3. STAFF ROLES**

#### **Unit Manager**

The Unit Manager is responsible for the overall operation and supervision of the housing unit.

#### **Case Manager**

The Case Managers are responsible for all casework pertaining to inmates program needs and release plans. Some of their functions include preparing classification material, progress reports, parole hearings, transfer materials, halfway house referrals, release functions, and admission and orientation.

#### **Correctional Counselor**

The Correctional Counselors primary responsibilities are counseling the inmates in individual and group meetings, personal issues such as assisting with telephone lists, visiting lists, and correspondence requests. Counselors address the day-to-day concerns of the inmates and maintain information regarding progress on program goals including the Inmate Financial Responsibility Program.

#### **Unit Secretary**

The Unit Secretary is responsible for all secretarial and related work generated by the unit staff.

#### **Unit Officers**

The Unit Officers have the direct responsibility for the day-to-day supervision of the inmates while enforcing the rules and regulations of the institution. Within the units, the Officers are responsible for the safety, security, accountability, and sanitation of housing units.

### **4. UNIT RULES AND REGULATIONS**

**Room/Cell Assignments:** Inmates shall be assigned to a living area based on security, availability, programming, sanitation, and employment. Cell changes will ordinarily be made by the assigned Correctional Counselor. Upon being assigned to a living area within a housing unit, the inmate should inspect his assigned area. Any damages should be reported immediately to the Unit Officer. An inmate may be held financially liable for any of the damages to his personal living area.

**Quiet Hours/Lights Out:** Quiet hours begin at 9:00 p.m., Sunday through Thursday, and 10:00 p.m., Friday, Saturday, and holidays. Lights out at 10:00 p.m. every day.

### **5. DRESS CODE**

Normally, the full prescribed issue of uniform clothing, if clean and neat, is appropriate for wear in any area or at any activity. Inmates will either be in their uniform (Monday through Friday), or in recreation attire, i.e. jogging suit, shorts, or sweats. Inmates will be fully dressed within 30 minutes after leaving their beds in the morning. Inmates will have their shirt buttoned (with the exception of the top button, which may be opened if desired) and tucked inside their pants at all times on the Compound. Uniform

work shirts, pants, and jackets will display a visible and correct name tag. Belts are mandatory and must be buckled or attached with velcro when worn. Shoes should be kept clean. Inmates will not be allowed to lounge around the housing unit in their pajamas or bathrobe. Inmates must be in their pajamas, bathrobe, or t-shirt and underwear, when moving from their cell to the showers. For further guidance, please refer to the Institution Supplement on Inmate Dress Code and Appearance.

**6. GENERAL RULES (not all inclusive)**

**Personal Property/Living Area:** Pictures will not be posted on walls and will only be placed on the bulletin boards provided for this purpose. Nude or sexually explicit pictures, or any photograph of a suggestive nature, may not be posted in public view. No pictures taken from magazines or newspapers will be posted on bulletin boards, walls, or bed.

All beds will be made daily in the prescribed manner. If a cell or room is not acceptable, corrective action, including incident reports, may be written.

Unit orderlies are assigned the responsibility of unit sanitation. However, everyone is responsible for sanitation in the unit. Trash and wastebaskets are to be emptied prior to trash call.

Showers are available every day. Inmates will not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day, as long as showering does not interfere with cleaning the unit.

Intra-room/cell visiting is normally allowed in the units. No more than four (4) inmates, including the cell occupants(s), are allowed in a room. During room visits, the door remains open.

Removal of food from the Dining Room is not permitted with the exception of one fresh fruit item. Fruit must be consumed before it spoils.

Steel-toe safety shoes must be worn to work, including orderly positions in the unit.

Unit televisions may be viewed during established off-duty hours. During normal working hours, the televisions may be viewed at the discretion of the Unit Officer.

Inmates may play cards and approved games during established hours, providing appropriate noise levels are maintained.

Regulations regarding personal property can be located in the related institution supplement.

Wooden shelves, cardboard boxes, and any other wood items are not permitted in the living quarters.

Smoking is prohibited. FCI Manchester is a tobacco free facility.

**7. ROOM STANDARDS AND SANITATION**

To ensure a safe, clean, and orderly environment, the following rules have been established and are applicable to all individuals:

◆ **Room Sanitation/Organization**

Each person will share equally in the responsibility for sanitation and the property within the room. Rooms will be inspection ready by work call. Inmates may sleep in on weekends and holidays. However, rooms must be inspection ready before leaving the unit. The Institution Supplement on Inmate Personal Property, will be strictly enforced.

◆ **Writing Table**

Two picture frames (institution approved frame)  
Five books per inmate

- ◆ **Locker Top**  
No items are to be kept on top of lockers.
- ◆ **Shelves Between Lockers**  
Items stored on the shelves should be kept neat in appearance. Nothing should overhang the edges of shelves.
- ◆ **Inside Locker**  
All commissary items  
Legal material/education material  
Toiletries  
Magazines/newspapers/letters  
Clothes  
Towels (inside locker on hanger)
- ◆ **Bulletin Boards**  
Personal photos in good taste may be placed on the bulletin boards. Nude or obscene photographs/drawings, magazine, and newspaper pictures are unacceptable. Nothing will extend beyond the borders of the board.
- ◆ **Miscellaneous**
  - (1) No pictures, calendars or paper will be affixed to any wall or bed in the room. Nothing will be hung or affixed to the light fixture, door, or outside of locker.
  - (2) The bed will be neat and orderly before leaving the unit to go to work or recreation.
  - (3) Shoes will be neatly organized under the bed.
  - (4) Laundry bags and issued jackets will be hung on the pegs provided or stored in the locker.
  - (5) No items will be kept on the ends of the bed or the chairs.
  - (6) Only one bar of soap will be placed on the sink.
  - (7) The only items allowed stored on the floor are shoes. (See Number 3)
  - (8) Under no condition will the air vents in the room be blocked.
  - (9) The trash receptacle will be emptied each morning, and again through the day as needed. It will also be washed out with soap and water as needed. Plastic bag liners are not allowed.
  - (10) The floor will be swept each morning and the entire room dusted. The floor will be mopped as needed.
  - (11) A total of three rolls of toilet paper in the room for each inmate. A two-person room may have a total of six rolls of toilet paper. A three-person room may have a total of nine rolls of toilet paper.
  - (12) Chairs will have the respective room number written in three inch letters on the back of the chair. Nothing else will be written on the chairs.

**Note:** No cardboard boxes are allowed in the rooms. Excess empty containers (including second-use containers), papers, or letters are not permitted. In addition, no art or craft supplies will be authorized in the housing area without permission of the Unit Manager. The items will be stored and used in the hobby craft area.

## 8. **ENFORCEMENT OF SAFETY AND SANITATION STANDARDS**

Inspections for sanitation, misuse of equipment, safety hazards, and the presence of contraband are made daily by institution staff. Inmates will be subject to disciplinary action for violations.

## 9. **PROGRAMS AND SERVICES**

- a. **Town Hall Meetings** - Town Hall Meetings are held on an "as needed basis" in each unit. These meetings are held to make announcements and/or to discuss changes in policies and procedures of the unit. These discussions are based on the unit as a whole, not for individual concerns.
- b. **Classification and Program Review** - All newly committed inmates will be scheduled for an initial classification within 28 days of arrival. Inmates received on parole/supervised release

violations will be classified within two weeks of entering the institution. Program reviews will be held every 90 days for inmates serving one year or less. For those inmates serving more than one year, the program review will be held every 180 days. During these reviews, the unit team will discuss program goals, work assignments, transfers, custody, institution adjustment, etc.

- c. **Open House Hours** - Open House hours vary from unit to unit. Any questions concerning Open House hours should be directed to your unit team.
- d. **Escorted Trips and Furloughs** - Bedside visits and funeral trips may be authorized as escorted trips. The inmate's custody classification will be used to determine the number of institution staff providing escort. The inmate will be responsible for all expenses except for the first eight hours of each day. There will be occasions when an escorted trip will not be approved, even when all policy-required conditions have been met. Furloughs are authorized absences from an institution by an inmate without staff escort. FCI inmates are only eligible for furlough, when transferring to Residential Reentry Center (RRC) placement.
- e. **Inmate Request to Staff** - Inmates may make a written request to a staff member by using Form BP-S148.055, Inmate Request to Staff. This form is commonly called a "cop-out." Any type of request can be made on this form. The forms are obtained from the Unit Officer or the Correctional Counselor. The staff member who receives a cop-out will answer the request within a reasonable period of time. The response will be written on the lower section of the form or on the institution approved response format.
- f. **Visiting** - New inmates must submit a list of potential visitor names to their Counselor for approval. Once submitted, immediate family members (spouse, children, parents, step-parents, brother(s), and sister(s)) will ordinarily be placed on the approved visiting list after the relationship has been verified. Other relatives and friends may be approved following a suitable investigation by the unit team. Approval of these additional visitors should be made three weeks prior to the intended visit.

All visits will begin and end in the Visiting Room. A brief kiss, embrace, and/or handshake is allowed. Inmates are not permitted to hold their children on their laps. The only exception is infants 0 to 3 years of age. Inmates must wear a pressed uniform shirt, uniform trousers, a belt, and institution shoes. Inmates are permitted to carry a comb, handkerchief, wedding band, and religious medal worn around the neck.

Inmates will be strip searched before each visit. They will be strip searched again upon re-entering the main part of the institution. Visitors may not leave money (or any item) with the Visiting Room Officer to be credited to an inmate account or given to an inmate.

- g. **Residential Reentry Centers** - Residential Reentry Centers (RRCs) contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. They are used primarily for:
  - ◆ A transitional service for the offender to find employment, locate a residence, and re-establish family ties.
  - ◆ Those under community supervision who need guidance and support services.
  - ◆ Those serving short sentences of imprisonment and terms of confinement.

Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities.

Each RRC provides a pre-release and community corrections component within the facility. The pre-release component assists offenders making the transition from an institution setting to the community and serves as a resource while they are under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this more restrictive component remain at the RRC.

- h. Selective Service System/BOP Registration Program** - All inmates between the ages of 18 and 26 will be given the opportunity to register with the Selective Service System. Further information regarding this matter will be addressed during the Admission and Orientation lecture.
- i. Veteran's Benefits** - Please see the librarian, career counselor, or your unit counselor for information on veteran's benefits.
- j Inmate Skills Development Program** - Through the use of an informal assessment this program offers an array of opportunities encouraging inmates to focus on future goals, improve personal traits and behavior during incarceration and thereafter. This assessment guides recommendations for participation in educational/technical/vocational training programs, learning valuable life skills, and preparing for a successful reentry into the community upon release. Your Unit Team will review your education, work history, talents, etc. to assist you in choosing the appropriate program/class needed to reach your goals. Contact your Unit Team for program information.

## **CORRECTIONAL SYSTEMS**

### **ADMISSION AND ORIENTATION**

The Correctional Systems staff are responsible for Receiving and Discharge (R&D), Mail Room, and Records Office. The R&D function is to admit and release inmates and ensure property is thoroughly inspected for contraband. Correctional Systems staff are responsible for incoming and outgoing mail. Mail Room staff inspect all general correspondence for contraband. The Records Office is responsible for sentence computation, the application and disallowance of good time credits, monitoring movement of inmates between facilities, and tracking inmate release dates for final release preparation.

The Records Office holds Open House Tuesday and Thursday, from 10:45 a.m., to 12:00 p.m., for individual sentence computation concerns. The R&D Open House for questions concerning property is Tuesday and Thursday from 10:45 a.m. to 12:00 p.m. The Mail Room holds Open House Monday through Friday, 3:00 p.m. to 3:20 p.m.

### **MAIL ROOM**

- ◆ **Legal Mail** - Outgoing legal mail must be hand delivered to FCI Mail Room Staff. Inmates are required to present their inmate identification card for outgoing and incoming legal mail. An Authorization to Mail Inmate Package form must accompany all outgoing legal/special mail weighing 16 ounces or more. Incoming legal mail / special mail is defined as mail from your attorney, judge, AUSA, President, or Members of Congress. The sender must be adequately identified and the envelope must contain special handling instructions. The typical handling instructions are "Legal Mail/Open in the presence of the inmate." Similar language is acceptable. Inmates will be called to the mail room to pick up and sign for incoming legal mail. Identification will be required by the use of a commissary card.
- ◆ **Mail** - All outgoing mail must include a complete return address, i.e. Inmate Name, Register Number, Federal Correctional Institution, P.O. Box 4000, Manchester, KY 40962. Inmates are required to place a TRULINCS generated mailing label on all outgoing postal mail. If an inmate fails to place the TRULINCS generated mailing label on all outgoing mail, the mail is returned to the inmate for proper preparation, in the same way outgoing mail is returned for failure to follow other processing requirements, e.g. lack of return address, etc.

- ◆ **Correspondence** - Inmates must initiate a request to correspond through their unit staff, and receive approval from the CEO of each facility, prior to correspondence between inmates. Correspondence both incoming and outgoing, between inmates, which is not approved by the CEO, will be returned.
- ◆ **Negotiable Instruments** - Negotiable instrument deposits are processed through the National LockBox Processing Center. Funds being sent to inmates at FCI Manchester must be sent to the National LockBox location at the following address:  
  
Federal Bureau of Prisons  
Insert Inmate Name  
Insert Inmate Register Number  
Post Office Box 474701  
Des Moines, Iowa 50947-0001  
  
There may be some cases (furlough returns, self commitments) where funds will be received and processed by this facility or forwarded to the National LockBox for processing.
- ◆ **Publications** - Any type of publication, including books, newspapers and magazines, can only be received from the publisher or a bookstore. If anything arrives that appears to have been handled by anyone other than the employee of such a place, it will be returned to the sender.
- ◆ **Unauthorized Items** - Any items received that cannot be inspected without destruction will be returned to the sender. Double-sided photographs (Polaroid type), musical greeting cards, body hair, nude photos, unsolicited funds (funds from unapproved sources, ex: nickels from publishing companies, etc.), or items considered contraband will be returned to sender.
- ◆ **Mailing of Personal Property** - Upon issuance of your personal property, we will mail all unauthorized material home at your expense. Afterward, all property mailed out of the facility will also be at your expense. If you refuse to mail the items home, they will be considered contraband and disposed of according to policy. If you are mailing out excess personal property or a completed hobby craft item, you will need to have either the Unit Team or the Recreation Department complete a Request/ Authorization to Mail Inmate Package form for you.
- ◆ **Authorization to Receive a Package** - The only package an inmate may receive from home are those containing release clothing within the last 30 days of confinement. The clothing shall be stored in R&D.

## RECEIVING AND DISCHARGE

- ◆ **Your Personal Property** - Your personal property will be issued as soon as possible. If it has already arrived, we will call you to R&D soon. Do not keep asking your counselor or R&D about your property. We will pass it out as soon as possible.
- ◆ **Writ/Permanent Release Processing** - If you are released on a writ, we will inventory your property and store it until your return. During your permanent release processing, we will issue you a set of civilian clothes, or you can have clothes sent in from home. This will be done through your unit team. You will be responsible for mailing out excess property, or you will take your property with you upon release.

## RECORDS OFFICE

- ◆ **Treaty Transfers** - Inmates wishing to transfer to their native country to serve the remainder of their Federal sentence may do so by submitting an application under the Foreign Treaty Exchange, provided the country is a member of the Exchange. Inmates should contact their Case Managers for assistance with this procedure. Treaty Transfer eligibility will be discussed at team sessions.
- ◆ **Detainer** - Policy requires that we lodge detainers on behalf of other law enforcement agencies. If you have a question about detainers, come to Open House in the Records Office for further information. If the local agency placed the detainer in accordance with BOP policy, you will need to contact the agency personally. If you are aware of any detainers, you should notify your case manager and let us try to resolve the problem during your incarceration.

- ◆ **Sentence Computation** - Sentence computations are prepared at the Consolidated Services Center, in Grand Prairie, Texas. You will receive a copy of your sentence computation as soon as it is prepared. Any questions concerning good time, jail time credit, parole eligibility, periods of supervision, etc., may be discussed with Records Office staff during Open House.
- ◆ **Fines and Costs** - At sentencing, the court may impose committed or non-committed fines and/or costs. A committed fine, pursuant to Title 18, U.S. Code, Section 3565, means you will remain in custody until the fine is paid, make arrangements to pay the fine, or qualify for release under the provisions of Title 18 U.S. Code, Section 3569, otherwise referred to as the Pauper's Oath. Inmates subject to non-committed fines, costs, or restitution are required to develop a financial plan to meet these obligations in accordance with Bureau of Prisons Program Statement, Inmate Financial Responsibility Program.
- ◆ **Good Conduct Time** - This applies to inmates sentenced for offenses committed on or after November 1, 1987, (SRA, VCCLEA, and PLRA sentences). Title 18, U.S. Code, Section 3624(b), authorizes credit toward the service of a sentence for satisfactory behavior. Normally, fifty-four days of Good Conduct Time (GCT) may be earned for each full year served on a sentence in excess of one year. Good Conduct Time is prorated for the last partial year. No GCT can be earned, or awarded, to a sentence of one year or less.

Good Conduct Time is also affected by the inmates education.

## **EDUCATION DEPARTMENT**

We believe academic instruction, occupational training, and the overall constructive use of your time are worthwhile activities that can help you make a full and productive life for yourself, if you choose to do so. We offer the following programs:

### General Educational Development (High School Equivalency)

The Literacy Program, offered in English and Spanish, focuses on the development of Math, Spelling, Vocabulary, Language Arts, and Reading skills.

### English as a Second Language

Basic, Intermediate, and Advanced levels of study are offered. Inmates learn how to speak, comprehend, read and write English.

### Vocational Training

To qualify for enrollment in any vocational training program, an inmate must currently be enrolled in GED with the student showing satisfactory progress or have a high school diploma. The program offers both marketable and exploratory skills.

### Apprenticeship Programs

The Education Department offers several apprenticeships. Each program is accredited through the U. S. Department of Labor. A program will take two to four years to complete, depending on the program. Upon completion each person will be certified at the journeyman level.

### Post-secondary

Any accredited college or university that accepts you can be used as a secondary education provider for FCI and FPC Manchester. All courses must be approved by the Education Department.

### Parenting

The purpose of the Parenting Program at FCI/FPC Manchester is to assist fathers in remaining an integral part of their children's lives while incarcerated. This program explores some of the problems that incarceration causes and provides assistance in how to effectively handle these problems.

### Adult Continuing Education

ACE courses are offered to students who are on their leisure time. Classes are scheduled in the evenings and announcements are posted in the Units.

### RECREATION

Scheduled Recreation activities include sports, athletics, arts, crafts, music, and entertainment. Most programs and activities are scheduled at a time when the majority of inmates are not on work assignments and are free to participate.

The primary purpose of our intramural sports program is to provide an organized, safe and enjoyable form of recreation for all interested inmates. Emphasis is placed on creating a positive non-threatening atmosphere in which players, coaches, officials, and spectators can relax, enjoy the social interaction and physical benefits of athletic competition.

As such, there will be no tolerance for unsportsmanlike conduct. Those inmates who cannot maintain control of their actions and/or emotions will be removed from the intramural program. The integrity of the Recreation Department's intramural program will not be compromised by inmates who cannot conform to the general rules of sportsmanship, as well as posted intramural rules.

The code of conduct is posted on the bulletin board in Recreation. It is your responsibility as the inmate, to review all the rules and regulations pertaining to the event/activities you enroll/participate in.

During the Admissions and Orientation process, you will be given an overview of all Education/Recreation Programs, and Education Handbook with detailed information on all Education/Recreation Programs, and an individual interview to discuss mandatory education requirements.

## FACILITIES DEPARTMENT

The Facilities Department is responsible for all construction, repairs, improvements, and maintenance to the physical plant, as well as to UNICOR buildings. This includes all equipment, utilities, energy conservation, and major operating units.

DO NOT attempt any repairs without the assistance of the Facilities Department. If repairs are needed in your room, see the Unit Officer, who will generate a work request, have it approved by the Unit Manager, and then forward it to the Facilities Department.

## FOOD SERVICE

The Food Service Department has three goals:

1. To provide all inmates confined in Federal prisons with meals which are nutritionally adequate, properly prepared, and attractively served.
2. To provide all inmates assigned to the Food Service Department with the opportunity to acquire skills and abilities that may assist in obtaining employment after release.
3. To provide inmates with accurate nutritional information which enables them to determine and establish healthy eating habits which may enhance their quality of life.

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### WEEKDAY SERVING HOURS:

Breakfast	6:15 a.m. - 10 minutes after last call
Lunch	10:30 a.m. - 11:30 a.m.



Dinner is served after the 4:00 p.m. count clears.

#### WEEKEND AND HOLIDAY SERVING HOURS:

Coffee Hour 7:15 a.m. - 8:15 a.m.

Brunch is served after the 10:00 a.m. count clears.

Dinner is served after the 4:00 p.m. count clears.

**DINING ROOM DRESS:** Inmates will be in work uniform for the breakfast and noon meals through the work week, Monday through Friday. No radios, drink containers, cooler jugs, or personal property of any type will be allowed in the Dining Room. Only inmates with prescription sunglasses will be allowed to wear them in the Dining Room, and they must have written approval on their person. Sleeveless shirts are not allowed in the Dining Room. Religious headgear must be approved by Religious Services.

## **HEALTH SERVICES DEPARTMENT**

### **MISSION STATEMENT**

It is the mission of the Health Services Department of FCI, Manchester, Kentucky, to provide medically necessary healthcare to inmates effectively in accordance with proven standards of care without compromising public safety concerns inherent to the Bureau of Prisons overall mission. Health care will be provided to inmates by way of Primary Care Provider Teams (PCPT), which are designed to improve the delivery of health care services by enhancing continuity of care and promoting preventive health care measures. The PCPT is designed to function in the same manner as a medical office in a community setting. Virtually all patient care provided to the inmates will be by appointment, scheduled several days to weeks in advance through written requests from the inmate, or follow-up appointments determined by the providers. Each Health Care Provider will be assigned a case load of inmates based on the inmate's register number. This care will include both acute and chronic conditions.

By using a multi-disciplinary approach, we will strive to provide high quality health care services in a cost effective manner that increases the probability of beneficial patient outcomes, while reducing the probability of adverse patient outcomes. Health care will be rendered within the constraints of custody.

#### **1. LOCATION**

The Health Services Department is located next to R&D.

#### **2. STAFFING**

The Health Services staff consists of a physician, Health Services Administration staff, mid-level practitioner(s), health information staff, nursing staff, an x-ray technician, pharmacist, dentists, and a dental hygienist. We also have available as consultants, physicians of various specialties, and optometrists.

#### **3. ACCESSIBILITY TO HEALTH SERVICES ADMINISTRATIVE STAFF**

A member of the Health Services Administrative Staff will stand mainline, Monday through Friday, except for holidays, to address health care questions and concerns. You may also address any health care concerns you may have in writing by completing and submitting an "Inmate Request to Staff" (cop-out) form to the Health Services.

The fastest and easiest way of addressing your health care concerns is by going to Sick Call and getting an appointment to come back and see the clinician in person one-on-one for an evaluation and to discuss your concerns.

#### **4. HEALTH SERVICES UNIT FUNCTIONS**

The Health Services Unit is the organizational unit that provides emergency and routine ambulatory health care services. The Health Services Unit is accredited by the Joint Commission of the Accreditation of Health Care Organizations (JCAHO) for Ambulatory Care based on accepted community standards.

The outpatient clinic is the service area within the Health Services Unit that provides the diagnostic and

support services used by the health care providers in the provision of urgent and ambulatory care services. Included are the examination rooms, treatment rooms, dental clinic, radiology and laboratory areas, pharmacy, waiting areas, storage areas, and administrative offices.

At the FCI main facility there are two respiratory isolation rooms with negative air flow, and two special observation rooms used for mental and custodial reasons.

**5. MEDICAL AND DENTAL SICK CALL SIGN-UP PROCEDURES**

Inmates will be interviewed in private to determine medical/dental needs. If necessary, inmates will be given an appointment slip, or placed on callout, to be seen by a clinician. If you are given an appointment or scheduled for a call-out, you are expected to show up and be on time. Failure or refusal to keep scheduled appointments may result in an incident report. It is the inmate's responsibility to present his appointment slip to his Unit Officer or Detail Supervisor. Inmates must have their Commissary ID card with them when they come to Sick Call appointments.

For those inmates whose custody status precludes attendance at regular Sick Call, Health Services staff shall make daily rounds in the Special Housing Unit (SHU) to deliver medication and perform triage of medical complaints. Routine requests for health care, will be handled similarly to regular clinic operations. Assignment of Primary Care Provider Teams will remain the same regardless of whether the inmate is in general population or in the SHU.

**6. MEDICAL AND DENTAL SICK CALL SIGN-UP TIMES**

Medical and dental open Sick Call sign-up is held from 7:00 a.m. to 7:30 a.m., Monday, Tuesday, Thursday, and Friday. General population inmates who desire to be seen at Sick Call triage shall be triaged by a health care provider to assess whether an immediate or urgent need exists, or whether an appointment can be scheduled for that day or a subsequent day. Health Services staff shall exercise professional judgement to determine the day and time of a Sick Call appointment. Health Services staff shall give follow-up Sick Call appointments according to **Sick Call Triage Guidelines** established by the Clinical Director. During Sick Call appointments, inmates will be evaluated individually in a private examination area and the health care provider shall have the inmate's medical record during all patient examinations. Inmates must have their commissary identification card to be seen.

Inmate appointments will generally be made by placing the inmate on call-out. If the inmate is determined to be unable to report to work pending his appointment, he will be held over and evaluated by medical staff, and a determination will be made as to whether he can return to work. If the inmate cannot report to work, medical staff will inform the detail supervisor that the inmate will be given a medical idle status. An appointment pass will be given to the inmate, who will then give the pass to his Detail Supervisor or Unit Officer during an open move. The supervisor will ensure the inmate is allowed sufficient time to reach Health Services for the appointment. Upon completion of the Sick Call visit or patient encounter, the inmate is to return directly to his job assignment or housing unit, as appropriate.

If given an idle or convalescent status, Health Services staff will enter the duty status on SENTRY. The inmate will be responsible for taking one copy of the slip to the Unit Officer and Detail Supervisor.

**7. EMERGENCY SICK CALL REQUESTS**

Individuals who become sick or injured after routine Sick Call, on weekends, holidays, or evenings, should request their Unit Officer or Detail Supervisor to call the Health Services Department to report the Sick Call emergency to the staff nurse. The staff nurse will screen the call for triage. It is the clinical staff's determination whether an inmate needs to be seen immediately or a follow up appointment may be made.

**8. PHARMACY AND PRESCRIPTION PICK-UP**

Pill Lines for the FCI are:

7:00 a.m. to 7:30 a.m. - Insulin dependent Diabetic inmates and general population inmates, routine prescriptions, and refills.

11:15 a.m. to 12:00 noon - General population inmates, routine prescriptions, and refills.  
After clear p.m. count - Insulin dependent Diabetic inmates, and authorized inmates.

A refill box is in the waiting room of the Health Services Lobby to drop off empty prescription bottles. Medications will be dispensed by prescription only at the morning and noon pill lines.

Inmates who desire over-the-counter (OTC) medications must make a Sick Call triage appointment or may purchase these items from the Commissary. Inmates will be allowed to purchase recommended OTC's from Commissary on any day, regardless of their commissary day. If you have sufficient funds in your account, you will be referred to Commissary to purchase most over-the-counter medications. Only indigent inmates will be provided OTC medications from the Pharmacy. A refill box is in the waiting room for empty bottles to be refilled. Refills may be picked up at the morning and noon pill line. Prescription pick-up will be allowed daily at the same pill line times. Any inmate being evaluated for a medical problem may be given any necessary prescriptions at the time of his appointment or triage, if indicated. All inmates must show their Commissary ID card to pick up medication at the Pharmacy.

## **9. PHYSICAL EXAMINATIONS AND INITIAL HEALTH STATUS ASSESSMENT**

**Intake Screening** - This will be conducted for each newly committed inmate, as well as any inmate in holdover status, upon arrival at FCI Manchester. Inmates are screened for conditions such as any urgent medical or mental health care needs, restrictions on temporary work assignments, infectious disease, and lice infestation. Lice-infested inmates shall undergo appropriate delousing procedures prior to transfer to regular housing.

**Complete Physical Examination** - Health Services staff shall conduct a complete health status examination on each individual in custody within 14 days of admission. This policy applies to any sentenced inmate at an institution to which he has been designated, unless Health Services staff have already completed a health status examination at a previous institution and it is documented as such.

Diagnostic procedures will only be performed as part of a physical examination, when clinically indicated. A PPD skin test is performed within two (2) working days after arrival. The PPD tests for detection of Tuberculosis and is mandatory procedure for the protection of the patient, as well as other inmates and staff.

Diagnostic procedures for other communicable diseases shall be performed at the discretion of the physician based upon clinical or historical presentation. Any inmate who refuses such diagnostic procedures shall be segregated from the general population for an appropriate clinical period of time to be determined by the Health Services staff.

For an inmate who has transferred from another Bureau of Prisons facility, Health Services staff do not need to conduct a second complete initial physical assessment, if the inmate does not present any medical problems and has already had a complete health assessment.

## **10. HEALTH PROMOTION/DISEASE PREVENTION - INMATE WELLNESS PROGRAM**

All inmates are screened for chronic illnesses and high risk factors upon their arrival to this facility. Those inmates identified as having a chronic illness or at high risk for developing a serious illness will be placed on a "Chronic Clinic List." Their condition will be followed and monitored by Clinicians.

There are other various programs available to inmates through the Recreation Department, such as a "Walking Club," "Fit for Life Group," and several other organized recreational activities. Contact the Recreation staff for more information.

Also available through the Health Services Department are several patient education videos, HIV/AIDS counseling services, and informational counseling sessions on current selected health topics and nutritional counseling.

An inmate may request a pre-release medical evaluation, if he has not received one within one year prior to his expected date of release. Release physicals should be conducted within two months prior to release. All inmates who are eligible for release are given an HIV (AIDS) test within one year of release. To request a pre-release exam, the inmate will complete and submit a cop-out (Inmate Request to Staff).

Risk factor based preventive health examinations (e.g. cancer screening) are available for the inmate population. This needs to be discussed with individual clinical provider. Periodic preventive care visits will be available every three years for sentenced inmates under age 50, and every year for age 50 and older.

**IMMUNIZATIONS/VACCINATIONS** - The Bureau of Prisons follows the recommendations of the Infectious Disease Technical Reference Manual and the Centers for Disease Control (CDC) for immunization schedules and doses. Various vaccinations against diseases are available to inmates, such as tetanus, Hepatitis B, influenza, and pneumococcal pneumonia. Vaccines and other immunizations may be given to inmates determined necessary by Health Services Staff. All inmates are tested on admission for tuberculosis, and yearly thereafter. Health Services staff shall maintain immunization records and may provide inmates with records of immunizations upon request.

**11. INFECTIOUS DISEASES AND HIV (AIDS) TESTING POLICIES**

HIV testing is available to all inmates who request a test to be done. It will be limited to one test per twelve month period. However, HIV tests are required in certain circumstances as follows:

- (a) After examination by clinical staff, who have ordered testing based on their medical judgement due to certain related medical conditions.
- (b) Those inmates selected as part of the Bureau's annual random HIV sampling survey are required to have the HIV test.
- (c) Following an exposure incident. Exposure means specific eye, mouth, or other mucus membrane, non-intact skin or contact with blood or other body fluids.

**SEXUALLY TRANSMITTED DISEASE (STD) BOOKLET**

During A&O inmates will receive a copy of the STD booklet to review either before or after the infectious disease video. Inmates will again, receive this STD booklet prior to their release. The titles of the booklets are: "Sexually Transmitted Diseases - Questions and Answers as You Enter This Correctional Facility", and "Sexually Transmitted Diseases - Questions and Answers for When You Return to the Community".

**12. PROCEDURE FOR GETTING RESULTS OF DIAGNOSTIC TESTS (LABORATORY, X-RAYS, MRI'S, C/T SCANS, ETC)**

You will be placed on call-out to review and discuss any significantly abnormal test results. You will not be placed on call-out to review and discuss NORMAL test results; however, you may report to Sick Call and be given an appointment to review the results of completed diagnostic tests. If you want a copy of the test results, you should submit an Inmate Request to Staff Member to Medical Records for the specific test results you want.

**13. IDLES, CONVALESCENT, AND MEDICALLY UNASSIGNED STATUS**

Occasionally, it is necessary to restrict an inmate's work and activities for health reasons. The following categories are used:

**Medical Idle/Quarters** - The patient is required to stay in their cubicle or room, leaving the area only for meals, bathroom, required pill lines, count, visits, and scheduled religious services. All other areas and activities are restricted. **Absolutely no recreational activity is permitted.**

**Medical Convalescence** - This patient is not required to work, but must remain in the housing unit during their normal working hours, except for medications, meals, visits, and scheduled religious services. Recovery period for operation or injury normally does not exceed 14 days. **Absolutely no recreational activity is allowed.**

**Medically Unassigned** - is a recovery period for post-operations or injuries, normally not to exceed 30 days with full institution privileges. Recreational activity **may or may not** be allowed, depending on the attending clinician.

**Light Duty** - the inmate is restricted from certain types of work or work areas due to medical limitations. Restrictions will be specific. When placed on restricted duty, the medical staff will provide the work detail, unit staff, and Control Center staff with copies of the status report.

**14. SHOES**

The institution is required by policy to provide inmates with properly fitting shoes. The style of shoes available is determined by staff. If you have foot problems, they are to be addressed at routine Sick Call by the mid-level practitioner(s). However, you must be aware the criteria used to determine the need for "special shoes" includes whether or not you have a valid anatomic deformity related to a birth defect or orthopedic problem. We do not authorize "special shoes" for the following reasons: 1) Callouses, 2) Blisters, or 3) Personal dislike of the regularly issued shoes (i.e. "I don't like these shoes, they hurt my feet.") You may also buy athletic shoes and steel-toe tennis shoes through the Commissary via Special Purchase Order. **WE DO NOT ALLOW YOU TO HAVE SHOES SENT IN FROM THE OUTSIDE.**

**15. EYEGLASSES AND CONTACT LENS**

You may request to see the eye doctor via Sick Call for a routine eye examination and refraction for prescription eyeglasses. There is a waiting list for inmates requesting to see the eye doctor. Clinical staff will review your request for medical necessity. Prescription glasses will be provided by the institution.

Reading glasses and sunglasses are available for sale in the Commissary.

Contact lenses may only be prescribed when, in the clinical judgement of a ophthalmologist, with the concurrence of the Clinical Director. When an eye refractive error is best treated with the prescription of contact lenses, this determination also requires the approval of the Clinical Director.

**16. ADVANCED DIRECTIVES (LIVING WILL) POLICIES**

In the event you become critically ill or are hospitalized with a serious illness, you are entitled to express your wishes through advanced directives or living wills. It is a state law in Kentucky that once you enter a hospital, you are required to sign an Advanced Directive document and your wishes will be respected. If you wish to initiate any advance directives, please notify Health Information staff in the Health Services Unit.

**17. COMPASSIONATE RELEASE PROGRAM**

In the event you are found to have a terminal illness or disease, and the diagnosis is validated, and you have been given a life expectancy of less than one year, you may request to be considered for a compassionate release through the Compassionate Release Program. You should address all questions regarding this matter to the Health Services Administrator.

**18. SMOKING CESSATION PROGRAM**

FCI Manchester is a tobacco free facility. Inmates who wish to quit smoking can participate in a smoking cessation program. Nicotine replacement therapy (NRT) is available for sale in the Commissary. Inmates must first be evaluated by Health Services Staff, and Attachment A of Program Statement P1640.04, must be submitted to Commissary, prior to the purchase of NRT patches.

**19. INMATE COPAYMENT PROGRAM**

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCI Manchester provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

**A. Application:** The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.

**B. Health Care Visits with a Fee:**

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health/dental care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

**C. Health Care Visits with no Fee:**

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

**D. Indigency:**

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are

deposited into your Inmate Commissary Account.

- E. Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

### **Federal Bureau of Prisons Health Care Rights and Responsibilities**

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

#### **RIGHTS**

1. You have the right to health care services based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services. Sick Call at this institution is conducted: Monday, Tuesday, Thursday and Friday, except for Holidays, evenings and weekends.
2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a pre-release physical examination as defined by BOP policy.
13. You have the right to dental care as defined in BOP policy to include preventive services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

## RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of this institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided. When co-pay is implemented, you have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
  2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete the agreement of an Advance Directive or a Living Will.
  3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
  4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
  5. You have the responsibility to treat staff in the same manner.
  6. You have the responsibility to keep this information confidential.
  7. You have the responsibility to comply with security procedures.
  8. You have the responsibility of being familiar with the current policy to obtain these records.
  9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
  10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
  11. You have the responsibility to eat healthy and not abuse or waste food or drink.
  12. You have the responsibility to notify medical staff that you wish to have an examination concerning a specific complaint.
  13. You have the responsibility to maintain your oral hygiene and health.
  14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
  15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
  16. You have the responsibility to communicate honestly with your health care provider regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan, and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition and to assure timely follow-up.
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## **INMATE SERVICES / TRUST FUND**

### **COMMISSARY OPERATION**

The commissary schedule is Monday through Thursday. There are two separate sales times during each day, once in the afternoon beginning at approximately 1:00 p.m. and after the 4:00 p.m., count is cleared, until the end of sales. FCI inmates will have the opportunity to shop once weekly. Shopping is conducted by unit in the following order:

Monday - Clay Unit  
Tuesday - Knox Unit  
Wednesday - Laurel Unit  
Thursday - Whitley Unit

Any change in the sales schedule due to holidays will be posted at least one week in advance of the holiday.

The national spending limit is set at \$290 per month. Spending limit is updated monthly based on the inmate register number.

Only stamps and over-the-counter medications are exempt from the spending limit.

**All sales are final once you leave the Commissary.** No add on will be allowed once the commissary list is submitted. **If an inmate is not in the Commissary waiting room when his name is called, he forfeits those privileges for that week.**

Inmates who change in appearance, lose or damage their cards will be charged \$5.00 for a new card. New cards will not be made until the Business Office receives a completed Form 24, Withdrawal of Inmate's Personal Funds.

### **CLOTHING ROOM OPERATING HOURS**

Monday and Wednesday 6:30 - 7:30 a.m.  
Clothing and footwear exchange and repair

Monday through Thursday 6:30 - 7:30 a.m.  
Clothing pick up  
Linen exchange  
Dirty laundry bag turn in (pick up at the next open house 6:30 - 7:30 a.m.)

Monday through Friday 8:00 - 10:00 a.m.  
Special Housing inmates and new commitments dress out

FRIDAY:  
6:30 a.m. - 7:30 a.m. Hygiene Items Issue

First week of the month:	Clay Unit
Second week of the month:	Knox Unit
Third week of the month:	Laurel Unit
Fourth week of the month:	Whitley Unit

If the Laundry is closed in the a.m. due to inclement weather (fog, snow, etc.) it will open during lunch.

### **BARBER SHOP SCHEDULE AND OPERATING HOURS**

The Barber Shop is located adjacent to the Commissary. Inmates may receive a haircut without any charges for the service. Barber Shop hours are:

The Barber Shop is open seven days a week.

7:00 a.m. to 10:00 a.m. and 12:00 noon to 3:00 p.m.

Special Housing Unit - Saturday

The Barber Shop will be closed on all Federal holidays.

#### **INMATE TELEPHONE SERVICE PROCEDURES**

Telephones are placed in each housing unit for inmates to place calls. The telephones are available from 6:00 a.m. to 10:00 p.m. daily. Telephones are used to maintain family and community ties. Any calls placed by inmates other than approved attorney calls are subject to monitoring and recording by staff.

Inmates with TRUFONE accounts are limited to 300 minutes per calendar month (combination of collect and direct-dial calling). Calls are limited to 15 minutes in duration. Those inmates on the telephone past their time limit are subject to disciplinary action. Inmates may use the telephones at the specific times stated, as long as it does not interfere with their work assignments and other institution programs. If an official count or census is conducted, inmates will immediately terminate their calls. Inmates may transfer funds from their inmate account to their TRUFONE account any time the telephone is operable.

After a TRUFONE credit has been established, it can only be used for placing telephone calls and will not be transferred back to the inmate's commissary account with the exception of the following circumstances:

- a. Inmate is released.
- b. In rare or unusual circumstances as the Warden deems appropriate. In these circumstances, Trust Fund staff will be provided written documentation to support the transfer.

The Phone Access Code (PAC) allows the inmate access to use his phone account. The PAC shall be delivered to the inmate in a manner that ensures confidentiality of the PAC numbers. At the time of delivery, the inmate will also receive instructions for use of the PAC and any additional information necessary for making telephone calls. There is a \$5.00 fee for replacement PAC numbers.

TRUFONE is a privilege granted to each inmate. Inmates who are disciplined and sanctioned with loss of commissary privileges cannot be denied access to TRUFONE, unless the disciplinary action imposed by the DHO or UDC specifically states that the telephone privileges are restricted.

Prepaid and collect calls are permitted on the TRUFONE phone system. Third party billing and electronic transfer of a call to a third party are not permitted. Any inmate performing three-way calls will be subject to disciplinary action.

Special Housing Unit (SHU) inmates with no telephone restrictions and whose status is Administration Detention are allowed one fifteen-minute time slot every 30 days. Those inmates whose status is Disciplinary Segregation are allowed one fifteen-minute time slot every 30 days.

Restrictions on telephone privileges may be imposed for violation of any rule.

During institution emergencies, the use of the telephone will be reduced or terminated. Prior to any inmate's phone list being approved by a member of the unit team, it is important a BP-408 Form, Acknowledgment of Inmate, Section 3, Monitoring of Inmate Telephone Calls, be signed by the inmate.

#### **Trust Fund Limited Inmate Communications Systems (TRULINCS) Electronic Messaging**

The TRULINCS program is intended to supplement, not replace, current and well established means of maintaining contact with persons in the community, specifically, written correspondence, telephone, and visiting. Additionally, both inmates and electronic message recipients must adhere to the rules of this policy, and must not use TRULINCS for any purpose which would jeopardize the safety, security, orderly operation of the correctional facility, or the protection of the public and staff. Inmates participating in TRULINCS will not have access to the Internet.

An inmate's participation in TRULINCS is conditioned on his notice, acknowledgment, and voluntary consent by completing the Inmate Agreement for Participation in TRULINCS Electronic Messaging Program Form (FP-0934).

Trust Fund staff will administer, maintain, and monitor the TRULINCS program. TRULINCS training will be provided to all inmates, during Admission & Orientation. Additionally, inmate participation in the program, user fees, refunds, monitoring, hours of operation, contact list, electronic messaging procedures, system/message controls, etc. will be thoroughly reviewed during A&O.

Inmate helpers will be assigned by the Trust Fund Supervisor to each of the TRULINCS terminal locations to act as tutors for the general inmate population. The inmate helpers will assist TRULINCS users with issues such as account set up, system usage, and account maintenance. Inmate helpers are not allowed to sit at, type, translate, or otherwise directly or indirectly use any of the TRULINCS equipment while an inmate is logged on to his account.

Inmates are required to place a TRULINCS generated mailing label on all outgoing postal mail. If an inmate fails to place the TRULINCS generated mailing label on all outgoing mail, the mail is returned to the inmate for proper preparation, in the same way outgoing mail is returned for failure to follow other processing requirements, e.g. lack of return address, etc.

It is the inmate's responsibility to maintain his own contact list. The contact list allows inmates to add telephone numbers, e-mail addresses and mail addresses to their account. Inmates are allowed to change information contained in the contact list daily.

Inmates housed in the SHU will be required to submit changes to their contact list to the Trust Fund Supervisor. These changes should be entered on the TRULINCS Inmate Contact List Template form, and given to a member of their Unit Team or the Trust Fund Supervisor for processing. Inmates who wish to place phone numbers on their phone list must complete the inmate contact list form, including the address.

Inmates in the SHU will continue to complete the Inmate Request to Withdraw Funds Form BP-199, to withdraw funds. The Trust Fund Supervisor will key the information to process the transaction.

Electronic messages sent or received by inmates are subject to monitoring by trained staff. Electronic messages that would jeopardize the safety, security, or orderly operation of the correctional facility or the protection of the public and staff may be rejected.

Inmate Request to Staff Members address Financial Management issues are to be sent as follows:

Money concerns - Inmate Accounts

TRULINCS / TRUFONE / Commissary / Laundry Concerns - Trust Fund Supervisor

## **LEGAL DEPARTMENT**

If negligence of institution staff results in personal injury, property loss, or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the Warden's Secretary by submitting a Inmate Request to Staff Member. Tort claims are to be filed with the Consolidated Legal Center, Federal Medical Center, 3301 Leestown Road, Lexington, Kentucky 40511.

Any problems you have at this institution should be brought to the attention of staff in the department concerned. Start at the lowest level possible, and if that is unsuccessful, go to the department head. This direct approach allows staff to become aware of your concerns early in the process and assures a greater likelihood of speedy resolution of your problem. Only if direct access to department staff fails to resolve the issue should you contact your Counselor regarding a Request for Administrative Remedy (BP-9). Even then, the counselor will initiate an attempt at informal resolution by assuring your concerns are addressed by the department concerned.

Inmates have the responsibility to use this program in good faith and in an honest and straightforward manner.

If informal resolution fails, you will be issued a BP-9 form by your Counselor. You must return the completed form to your Counselor for submission to the Administrative Remedy Clerk within 20 days of the incident complained of. A BP-9 form obtained from a source other than your Counselor, submitted without first attempting

informal resolution or not submitted through your Counselor, may be rejected. Other reasons for rejecting BP-9 forms include more than one continuation page, omission of signatures and dates, and more than one unrelated topic. You must also obtain all appeal forms (BP-10 and BP-11) from your Counselor.

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## **PSYCHOLOGY SERVICES**

Psychology Services provide a variety of psychological services for the general inmate population and for those confined who are mentally ill. Services include initial individual screening of each inmate, brief counseling sessions, psychological reviews of inmates in the Special Housing Unit, and group counseling programs. Psychology Services also offers Drug Abuse Education and Treatment Programming (DAP).

Additionally, Psychology Services is responsible for the Suicide Prevention Program. For various reasons, inmates may develop psychological problems of a level that may lead them to a loss of hope and contemplation of suicide. Psychologists screen for this possibility during initial intake, but it is also dependent on staff as well as inmates to alert them to any inmates who may be having psychological difficulties. Anyone, either staff or inmates may relay their concerns to the Psychologists. Staff and inmates are encouraged to communicate their observations, so that an inmate who possibly is in distress may be screened. Whenever an inmate is believed to be at risk of harming himself, he is placed on a suicide watch until the crisis passes. At this institution we employ an inmate cadre who serve as observers of those at risk of harming themselves. Anyone interested in joining the Suicide Watch Cadre needs to contact the Chief Psychologist.

Psychologists provide individual counseling sessions on a limited basis for inmates who experience emotional distress due to family, institution, or personal problems. Inmates are encouraged to contact a Psychologist when such problems arise. Group counseling and classes focus on issues to encourage personal growth and change in areas such as stress management, anger management, and abstinence from alcohol and drugs. Inmates may also participate in the Self-Study Program, consisting of various DVD and/or audio-tape programs in relationship issues, anger management, and relapse prevention. An up-to-date list of the courses is available through Psychology Services. Additionally, Psychology Services maintain a number of self-help books that are available for checkout. Contact Psychology Services for more information on borrowing these books.

Psychology Services provide two of the three types of BOP drug programming services: Drug education and the Nonresidential Drug Abuse Program. Drug education focuses on helping participants to understand the psychological and physical effects drugs/alcohol have on the user. The hope is that this knowledge will motivate and encourage inmates with substance abuse problems to continue their recovery efforts by volunteering for one or both of the Bureau's drug abuse treatment programs. Here at Manchester, the Nonresidential Drug Abuse Program (NRDAP) is available for those inmates who recognize problems with past alcohol or drug abuse. The program, which involves, various activities over a 6-month period, focuses on issues related to establishing and maintaining sobriety, both while incarcerated and after release. Inmates who successfully complete the 6-month program may be eligible for a Limited Achievement Award of up to \$30. Contact Psychology Services for more information about the program and how to join.

The Residential Drug Abuse Program (RDAP) is the second treatment program available to inmates in the federal prison system. This institution does not have a RDAP, but inmates who qualify for the program are transferred to an institution where the program is available. A RDAP is a more intensive, 9-month, residential drug treatment service. Inmates who successfully complete the program may be eligible for a number of incentives, including financial awards, consideration for the maximum period of time in a community-based treatment program, local institution consideration for the maximum period of time in a community-based treatment program, local institution incentives such as preferred living quarters or special recognition privileges, and early release if eligible, up to 12 months. Additional information about this programming is available from Psychology Services upon request. Direct your inquiries to the Drug Abuse Program Coordinator.

Those interested in participating in any of the services offered by Psychology Services should send an Inmate Request to Staff, commonly known as a cop-out to Psychology Services. If it is an emergency, a request can be made through any staff member, who can call Psychology Services and request an appointment for you.

Psychology Services maintains the confidentiality rights of inmates who receive services, but is obligated to do so within the framework of the Federal Bureau of Prisons and the law. Confidentiality is limited by information indicating the following: A threat to the security of the institution, a danger to self or others, child abuse, or a violation of the law or a criminal act.

Psychology Services aspires to minimize the intrusion into an individual's privacy, but may discuss some confidential information for appropriate professional reasons with persons who are concerned with such matters and have a need to know. With this exception, disclosures are not made without consent, except where mandated by law.

## **SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION**

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

- a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim **is incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

- b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however, slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).
- c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thighs or buttocks) for the purpose of sexual gratification.
- d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

**NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.**

### **Your Right to be Safe from Sexually Abusive Behavior**

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

### **Your Role in Preventing Sexually Abusive Behavior**

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- \* Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- \* Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- \* Do not accept an offer from another inmate to be your protector.
- \* Find a staff member with whom you feel comfortable discussing your fears and concerns.
- \* Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgements.
- \* Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- \* Stay in well lit areas of the institution.
- \* Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- \* Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

#### **What to do if you are Afraid or Feel Threatened**

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

#### **What to do if you are Sexually Assaulted**

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

#### **How to Report an Incident of Sexually Abusive Behavior**

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- \* **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- \* **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director. (BP-10). You can get the forms from your counselor or other unit staff.
- \* **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General  
P.O. Box 27606  
Washington, DC 20530**

### **Understanding the Investigative Process**

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agency will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

### **Counseling Programs for Victims of Sexually Abusive Behavior**

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

### **Management Program for Assailants**

Those who sexually abuse/assault others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

### **BOP Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

Code 101(A):	Sexual Assault
Code 205/(A):	Engaging in a Sex Act
Code 206/(A):	Making a Sexual Proposal
Code 221/(A):	Being in an Unauthorized Area with a Member of the Opposite Sex
Code 300/(A):	Indecent Exposure
Code 404/(A):	Using Abusive or Obscene Language

**Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in, sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

### **Contact Offices**

#### **U. S. Department of Justice**

Office of the Inspector General  
950 Pennsylvania Avenue, NW Suite 4322  
Washington, DC 20530-0001

#### **Central Office**

Federal Bureau of Prisons  
320 First Street, NW  
Washington, DC 20534

#### **North Central Regional Office**

400 State Avenue, Tower II  
Suite 800  
Kansas City, Kansas 66101

#### **South Central Regional Office**

4211 Cedar Springs Road, Suite 300  
Dallas, Texas 75219

#### **Western Regional Office**

7338 Shoreline Drive  
Stockton, California 95219

#### **Mid-Atlantic Regional Office**

302 Sentinel Drive, Suite 200  
Annapolis Junction, Maryland 20701

#### **Northeast Regional Office**

U. S. Customs House  
2<sup>nd</sup> and Chestnut Street, 7<sup>th</sup> Floor  
Philadelphia, Pennsylvania 19106

#### **Southeast Regional Office**

3800 Camp Creek Parkway, SW  
Building 2000  
Atlanta, Georgia 30331

### **RELIGIOUS SERVICES DEPARTMENT**

The purpose of the Religious Services Department is to provide inmates of all faiths with reasonable and equitable opportunities to pursue their individual belief within the constraints of budgetary limitations and the security and orderly running of the institution.

Chaplains are available upon request to provide pastoral care, counseling, religious education, and conduct worship services. Volunteers and contractors will be provided by the Religious Services Department.

Requests concerning pastoral visits, retention of religious property and personal religious items, observance of religious holidays, religious diet program, appointments with chaplaincy staff, and other specific requests of a religious nature should be submitted to the Religious Services Department on an Inmate Request to Staff form.

There is a religious library for inmates to obtain devotional materials and reference materials to assist in the practice of their religious beliefs.

The religious program schedule and chaplains' duty schedules are posted in each dormitory and the Chapel.

### **SAFETY**

Every effort will be made to provide a safe environment for each inmate and to provide appropriate safety equipment. Inmates should familiarize themselves with the FCI safety regulations. Work related injuries should be reported to the supervisor immediately.

You should familiarize yourself with the fire evacuation diagrams posted in each dormitory. Regularly scheduled and unscheduled fire drills are held in the institution. Fire evacuation procedures are posted in each of the buildings. It is important for anyone hearing a fire alarm to calmly and quickly vacate the building.



The following is a list of safety regulations with which every inmate should familiarize himself:

1. It is the responsibility of each inmate worker to use the safety equipment issued to protect himself against physical injury and/or health hazards. Make certain you are wearing all required personal protective equipment, such as goggles, safety shoes, aprons, arm guards, hard hats, and respirators (if applicable) before you begin an operation.
2. You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operation. Inmates assigned to the landscape detail must wear appropriate personal protective equipment while operating lawn mowers, weed eaters and edging equipment.
3. Hearing protection must be worn on all work stations designated as high noise level areas. In addition, you must wear hearing protection while operating weed eaters, tractors, lawn mowers and all other related equipment.
4. Tennis shoes are not allowed on any work assignment unless you have a soft shoe permit, issued by the Health Services Department.
5. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area, on any machinery, or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the issue should be reported to the institution Safety Manager.
6. You will only perform work that is assigned to you. Operating machines, equipment or performing any operation that has not been specifically assigned is strictly prohibited and will result in disciplinary action.
7. Operating equipment without using the safety guards provided, or removal of the safety guards, is prohibited and will subject you to disciplinary action.
8. The fabrication or repair of personal items using government equipment (except when authorized in the hobby shop) is against safety regulations.
9. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while in motion. Stop the machine first. Use lockout tagout devices where possible.
10. Do not stand up in moving vehicles. Sit on the seats provided and keep the chains in the back of the vehicle in place. Do not attempt to dismount until the vehicle has come to a complete stop.
11. Inmates who are injured while performing their assigned duties will immediately report such an injury to their work supervisors (staff member). The inmate will be sent to the institution clinic for treatment. On the job injuries will be followed by an inmate accident report filled out by the detail supervisor. Failure to immediately report a work related injury to your supervisor will disqualify you for eligibility for lost time, wages or compensation.
12. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in completing his assigned work. Horseplay on the job will not be tolerated at any time.
13. Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Safety Manager not less than 45 days prior to release or transfer to a Residential Reentry Center, for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
14. All inmates are required to wear safety shoes when lifting weights or in the Weight Lifting area.

SMOKING POLICY: Smoking is prohibited. This institution is a smoke/tobacco free facility.

## **UNICOR**

UNICOR Federal Prison Industries, Inc. is a wholly-owned government corporation which supplies quality goods and services to the U.S. Government and provides meaningful employment opportunities to inmates. UNICOR at FCI Manchester manufactures textile products and employs approximately 300 inmates. The hours of work are typically 7:15 a.m., to 3:15 p.m., Monday through Friday. When overtime shifts are necessary, the overtime can occur after the regular work hours or on the weekend. UNICOR is a voluntary work assignment. Employment in UNICOR is voluntary and must be requested by the inmate through an Inmate Request to Staff Member form, routed through the unit team, and addressed to the UNICOR Factory Manager. The Factory Manager will place the inmate's name on a waiting list in the order in which the request was received. Inmates with prior UNICOR experience, who transferred to FCI Manchester for non-disciplinary reasons, will be placed in the top 10 percent of the waiting list. Additionally, inmates who have a significant financial restitution, i.e., in excess of \$1,000, will be given priority placement for work assignments in UNICOR.

## **INMATE RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for education purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institutional security and good order, and for assisting your family.

### **RESPONSIBILITIES**

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

## **Inmate Discipline**

### **Code Prohibited Acts - Greatest**

- 100 Killing
- 101 Assaulting any person (includes sexual assault)
- 102 Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence
- 103 Setting a fire
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition
- 105 Rioting
- 106 Encouraging others to riot
- 107 Taking hostage(s)
- 108 Possession, manufacture, or introduction of a hazardous tool
- 110 Refusing to provide a urine sample or to take part in other drug abuse testing
- 111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 112 Use of any narcotic, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff
- 197 Use of the telephone to further criminal activity
- 198 Interfering with a staff member in the performance of duties
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons

### **Sanctions Greatest**

- A. Recommend parole date rescission or retardation
- B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer (recommend)
- D. Disciplinary segregation (up to 60 days)

- E. Make monetary restitution
- F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
- G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).

**Code Prohibited Acts - High**

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- 200 Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions—without violence
- 201 Fighting with another person
- 203 Threatening another with bodily harm or any other offense
- 204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
- 205 Engaging in sexual acts
- 206 Making sexual proposals or threats to another
- 207 Wearing a disguise or a mask
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure
- 209 Adulteration of any food or drink
- 211 Possessing any officer's or staff clothing
- 212 Engaging in, or encouraging a group demonstration
- 213 Encouraging others to refuse to work, or to participate in a work stoppage
- 215 Introduction of alcohol into BOP facility
- 216 Giving or offering an official or staff member a bribe, or anything of value
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100 or destroying, altering, damaging life-safety devices (e.g. fire alarm), regardless of financial value
- 219 Stealing
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill

- 221 Being in an unauthorized area with a person of the opposite sex without staff permission
- 222 Making, possessing, or using intoxicants
- 223 Refusing to breathe into a breathalyser or take part in other testing for use of alcohol
- 224 Assaulting any person
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; using credit card numbers to place telephone calls; conference calling; talking in code).
- 298 Interfering with a staff member in the performance of duties
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons

**Sanctions - High**

- A. Recommend parole date rescission or retardation
- B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
- B. 1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer (recommend)
- D. Disciplinary segregation (up to 30 days)
- E. Make monetary restitution
- F. Withhold statutory good time
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters)
- I. Remove from program and/or group activity
- J. Loss of job
- K. Impound inmate's personal property
- L. Confiscate contraband
- M. Restrict to quarters

**Code Prohibited Acts - Moderate**

- 300 Indecent exposure
- 302 Misuse of authorized medication

- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized
- 304 Loaning of property or anything of value for profit or increased return
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels
- 306 Refusing to work, or to accept a program assignment
- 307 Refusing to obey an order of any staff member
- 308 Violating a condition of a furlough
- 309 Violating a condition of a community program
- 310 Unexcused absence from work or any assignment
- 311 Failing to perform work as instructed by the supervisor
- 312 Insolence towards a staff member
- 313 Lying or providing a false statement to a staff member
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper
- 315 Participating in an unauthorized meeting or gathering
- 316 Being in an unauthorized area
- 317 Failure to follow safety or sanitation regulations
- 318 Using any equipment or machinery which is not specifically authorized
- 319 Using any equipment or machinery contrary to instructions or posted safety standards
- 320 Failing to stand count
- 321 Interfering with the taking of count
- 324 Gambling
- 325 Preparing or conducting a gambling pool
- 326 Possession of gambling paraphernalia
- 327 Unauthorized contacts with the public
- 328 Giving money or anything of value to, or accepting money or anything of value from another inmate, or any other person without staff authorization
- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100 or less

- 330 Being unsanitary or untidy; failing to keep one's person or one's quarters in accordance with posted standards
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband
- 332 Smoking where prohibited
- 397 Use of the telephone for abuses other than criminal activity
- 398 Interfering with a staff member in the performance of duties
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons

**Sanctions - Moderate**

- A. Recommend parole date rescission or retardation
- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B. 1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer (recommend)
- D. Disciplinary segregation (up to 15 days)
- E. Make monetary restitution
- F. Withhold statutory good time
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters)
- I. Remove from program and/or group activity
- J. Loss of job
- K. Impound inmate's personal property
- L. Confiscate contraband
- M. Restrict to quarters
- N. Extra duty

**Code Prohibited Acts - Low - Moderate**

- 400 Possession of property belonging to another person
- 401 Possessing unauthorized amount of otherwise authorized clothing



- 402 Malingering, feigning illness
- 404 Using abusive or obscene language
- 405 Tattooing or self-mutilation
- 407 Conduct with a visitor in violation of Bureau regulations
- 408 Conducting a business
- 409 Unauthorized physical contact
- 410 Unauthorized use of mail
- 497 Use of the telephone for abuses other than criminal activity
- 498 Interfering with a staff member in the performance of duties
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons

**Sanctions - Low-Moderate**

- B. 1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended)
- E. Make monetary restitution
- F. Withhold statutory good time
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters)
- I. Remove from program and/or group activity
- J. Loss of job
- K. Impound inmate's personal property
- L. Confiscate contraband
- M. Restrict to quarters
- N. Extra duty
- O. Reprimand
- P. Warning

**NOTE:** Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.